

REQUEST FOR APPLICATIONS (RFA)

RFA #GD0-CB6-10

**District of Columbia
Office of the State Superintendent of Education**

Office of Public Charter School Financing and Support



City Build Incentive Grant

RFA Release Date:	August 27, 2010
Pre-Application Conference:	September 16, 2010
Intent to Apply Deadline:	October 1, 2010
Application Submission Deadline:	October 15, 2010

APPLICATION CHECKLIST

☐ **The Applicant is submitting:**

- One (1) Three-Ring-Bound hard copy of the application, and
- One (1) electronic copy provided on a CD-ROM, a Flash drive or by e-mail as described in the following manner:

The Applicant is required to submit the application in PDF Format (one file or multiple files – being sure to name the files accordingly – [School Name CB10 APP 1.pdf](#) (and so on)). In addition, Applicant should return the completed:

- **2010 City Build.doc**
(*Applicants must email the contact person (Section 1.7) to request the electronic file.*)
 - (Renamed: [School Name 2010 City Build.doc](#))
- **2010 City Build App Worksheets.xlsx**
(*Applicants must email the contact person (Section 1.7) to request the electronic file.*)
 - (Renamed: [School Name 2010 City Build App Worksheets.xlsx](#))

*If the Applicant fails to submit the application as required above, the application **will not** be reviewed.*

- ☐ The Applicant has made certain that the application adheres to the directions, criteria and limitations of each Section of this RFA. The ***Application Sections*** of this ***RFA*** have not been modified – the text is Times New Roman, 12 point and is double spaced. The word count limitations (*clearly displayed above each section*) have been strictly adhered to (within reason). ***Applications that do not conform to these requirements will not be reviewed.***

- ☐ **The Three-Ring-Bound Hard Copy** must contain the following Tabs. For detail on each Tab, please refer to the Application Instructions Section beginning on Page 10 of this document.

- **Tab One: Executive Summary**
- **Tab Two: Table of Contents**
- **Tab Three: Location Identification**
- **Tab Four: Board Governance & Key Staff**
- **Tab Five: Project Description & Feasibility Plan**
- **Tab Six: Proven Educational Excellence**
- **Tab Seven: Required Appendices (each section should be clearly marked and separated)**
- **Tab Eight: Additional Appendices (as determined by applicant)**

- ☐ **Requested Appendices** – The Applicant has provided all of the requested appendices.

- ☐ **Evidence of Community Support** – The Applicant has submitted evidence of support from a community organization, such as letters, correspondence, new articles and/or press releases.

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			(e.g. awards, special recognition, large grants etc...)

1. GENERAL INFORMATION

1.1 General Introduction / Introduction

The Office of Public Charter School Financing and Support (“OPCSFS”), within the DC Office of the State Superintendent of Education (“OSSE”) is soliciting grant applications from District of Columbia Public Charter Schools (“PCS”), and District of Columbia-based non-profit organizations representing or partnering with A PCS, for the 2010 City Build Incentive Grant (“City Build”).

City Build is a joint education and neighborhood development initiative that promotes community revitalization through the development of school facilities for public charter schools. The aim of City Build stretches beyond excellence in academics; it is a focus on encouraging community development, promoting strategic neighborhoods, attracting and retaining residents, and creating partnerships between public charter schools and community organizations.

The OPCSFS supports PCS facility projects that create appropriate, safe, and economically efficient environments for the delivery of excellent public education. The OPCSFS also supports projects that contribute to efficient use of public resources and complement other community and economic development efforts.

1.2 Eligible Uses

The 2010 City Build Grant is strictly limited to assisting District of Columbia Public Charter Schools in the development of their educational facilities. Specifically, the OPCSFS seeks to assist financing and development of new student seating capacity. *Applications that demonstrate existing site control will be given the utmost priority.*

It is required that 100% of granted City Build Funds be used for the following eligible uses:

- **Land Acquisition** (where a new facility will be constructed);
- **Pre-Development Costs** such as architectural fees, environment assessment, legal fees, etc. Pre-Development funding may be demonstrated post site control (the 2010 City Build Grant requires that all be used for facilities);
- **New Construction Funding** (both hard and soft costs)
- **Facility Expansion Projects** (where new student seating is generated)
- **Renovation of Leased Facilities** (former DCPS and/or private development) – These projects will be ranked according to the Tenor of the Lease Agreement. Projects with lease terms greater than 15 years will be given priority. Leases that included Purchase Options will be given higher priority than those without such language.

Renovation projects (of existing facilities) will be given much lower priority compared to facility projects that create new, excellent student seating. However, the OPCSFS does not discourage renovation projects in the 2010 City Build Grant that can demonstrate compelling rationale and/or improve the delivery of excellent education.

1.3 Eligible Organizations/Entities

Preference will be given to sites that have never received an OPCSFS facility grant. Each LEA or related entity may submit an application for only one site. A site that has previously received any facility grant from OPCSFS is eligible to receive no more than the difference between the maximum available funds from the 2010 City Build Grant (\$1 million) and the prior City Build Grant Funds previously awarded to the site.

The OPCSFS may waive one or more of the following criteria if the PCS can: 1) demonstrate existing site control or 2) the Applicant can demonstrate that site control will occur within 120 days following the release of this application.

An Applicant applying for the 2010 City Build Grant is subject to the following criteria to be eligible to apply under this RFA:

- A District of Columbia Public Charter School;
- The LEA must have enrolled students for at least two (2) full school years (therefore, SY 2009 / 2010 would represent the 2nd full year for the purposes of this RFA);
- A District of Columbia-based non-profit representing a public charter school and benefiting that school may apply (please provide documentation of this relationship);
- Partnerships including a public charter school or District of Columbia based non-profit which are collaboratively undertaking a project eligible for City Build funds may apply.
- Applicants cannot have been sanctioned by the PCSB for reporting, compliance and/or ethical violations in the previous two (2) years and they must be in good standing with the District of Columbia.

The following organizations/entities may be subject to certain restrictions under this RFA:

- LEA(s) and/or related entities that have previously been awarded a previous City Build Grant are limited to a maximum amount of \$500,000 **OR** the difference between previous City Build Grant amount awarded and the Maximum of the 2010 City Build Grant, **whichever is less**.

The following organizations/entities are not eligible to apply under this RFA:

- Sites previously awarded City Build Grant Funds;
- Schools that have been sanctioned by the Authorizer for: 1) regulatory or reporting compliance and/or, 2) ethical conduct in the previous two (2) years;
- LEA(s) that have previously received two (2) City Build Grants;

NOTE:

- ***Individuals are not eligible to apply.***
- ***All applications submitted by non-profits representing public charter schools will be scrutinized in order to ensure that the non-profit is truly representing the best interest of the public charter. Applications submitted by non-profits will be required to submit [Tab D – Collaboration Form 2010 City Build Application Worksheets.xlsx] with original signatures of the Head of School or the Executive Director of the public charter school partner.***

1.4 Grant Awards and Dollars

Up to \$5.0 million is available for awards through this RFA. Eligible entities may apply for up to \$1 million.

1.5 Source of City Build Grant Funding

The United States Congress, through the Fiscal Year (FY) 2009 Appropriations Act, Public Law 110-161, and the FY 2010 Appropriations Act, **Public Law 111-117**, awarded the District of Columbia Office of State Superintendent of Education the funds for the City Build grants.

1.6 Award Period

Each applicant must secure and/or expand a location as described in their application and in accordance with this RFA within two (2) years of the **Grant Award Date**. The OPCSFS may extend the issuance of grant funds for a period of up to one (1) year from the Grant Award Date.

All 2010 City Build Grant Awards will be for a period of up to three (3) years from the Grant Award Date, provided that the Applicant successfully meets its performance objectives, which will be articulated to Awardees via a Performance Agreement that will be executed prior to the disbursements of any City Build Funds.

The OPCSFS at its sole discretion may extend the terms of this grant. However, the total duration of this grant, including any continuations under this provision, shall in no instance exceed four years.

1.7 Contact Person

Al DeSabato, Program Officer
Office of Public Charter School Financing and Support
Office of State Superintendent of Education
810 First Street, NE, 9th Floor
Washington, DC 20002
(202) 741-5943 or alfred.desabato@dc.gov

1.8 Pre-Application Conference

The MANDATORY Pre-Application Conference will be held on Thursday September 16, 2010, from 9:00 a.m. to 12:00 p.m. at the following location:

411 First Street, NW
Room 1117
Washington, DC 2001

1.9 Intent to Apply

All eligible entities seeking to receive funding under this grant shall submit the Intent to Apply Form **[Tab A – Intent to Apply 2010 City Build Application Worksheets.xlsx]** to the OPCSFS by **5:00 pm on Monday October 1, 2010**. This form may be either mailed, hand delivered or emailed (scanned with original signatures) to the Program Officer, Al DeSabato, at the contact information provided directly above in Section 1.7.

Failure to submit the aforementioned Intent to Apply may result in a disqualification of the Applicant prior to review.

2. SCOPE OF PROGRAM

2.1 Program Scope & Impact on the Neighborhood

One objective of the City Build Grant Program is to contribute to neighborhood revitalization efforts that extend beyond the school itself. An example of such an effort is a HOPE VI or similarly large-scale affordable housing development within a target neighborhood. Another example is a new or improved school site, which serves as an anchor facility and/or a part of vibrant, mixed-use neighborhood center. The PCS may serve as a beacon and anchor in the community, strengthening the District of Columbia's goals of attracting and retaining families.

A listing of targeted neighborhoods is provided in **[Tab C – Target Ward&Cluster in the 2010 City Build App Worksheets.xlsx]** accompanying this RFA. applications are encouraged for these and other District of Columbia designated development areas such as New Communities, Great Streets, District of Columbia Housing Authority redevelopment efforts, Neighborhood Investment Fund or other District neighborhood development initiatives. However, Public Charter Schools in other neighborhoods are also welcome to apply if they are complementing redevelopment initiatives in close proximity to these target areas and enroll a majority student population from those locations. In all cases, applicants should demonstrate how the proposed project contributes to a larger neighborhood redevelopment or revitalization effort.

In recent years, as part of its neighborhood redevelopment/revitalization efforts, the District of Columbia has turned its attention toward strategic incentives. These incentives usually include one or more of the following initiatives:

- Building strong public-private partnerships in neighborhoods, with the leadership of an anchor institution, such as a large not-for-profit, government agency or a concentration of commercial activities that are major employers in the neighborhood.
- Improving neighborhood schools.
- Ensuring an increased supply of housing for a mix of income levels.
- Engaging the District's families and residents, both in improving services and in revitalizing communities in which they live.

Regardless of geographic boundary, this neighborhood-centered approach to residential areas of the city is needed to achieve goals of attracting more residents to the District and strengthening a sustainable city. It is in this spirit that the City Build Grant competition was developed. City Build aims to position Public Charter Schools as anchor institutions within city neighborhoods. Specific needs within the community will vary by location; however, the OPCSFS encourages public charter schools to define the neighborhood they are targeting by considering the impact they will have on the community in which they are located or seeking to locate.

2.2 Project Priorities

OPCSFS seeks qualified applicants interested in moving or expanding excellent educational opportunities into target neighborhoods¹.

OPCSFS will generally prioritize projects that:

- Create **new seats in high performing or promising schools**;
 - Invest in priority geographic areas;
 - Utilize former public school buildings or buildings leased from the District of Columbia (*with lease terms greater than 15 years* ■);
 - Utilize buildings owned by the applicant PCS or buildings leased from not-for-profit landlords/developers (*with lease terms greater than 15 years* ■);
 - Leverage significant private financing, other governmental and/or philanthropic funds;
 - Demonstrate long-term strategic planning and vision;
 - Support the school's long term growth goals;
 - Demonstrate the ability to produce stellar academic outcomes;
 - Serve the areas of greatest need for excellent public education choices;
 - Utilize environmentally-friendly building techniques.
- Lease terms greater than 15 years are not an absolute requirement; especially, when leasing former DCPS sites from the District. If City Build Funds are being utilized to renovate a leased site that is not a former DCPS site, longer term lease arrangements represent a better and more efficient use of the funds. Therefore, commercial and non-profit projects with longer lease terms will be given higher priority.

Applicants should consider the following Key Points while completing this Application:

- Does the City Build project serve a target geographic area in greatest need of excellent public education choices and how do the “new seats” serve the demographics of the target community?
- Does the City Build project meet the school's long term growth goals?
- Each Applicant should attempt to identify how the City Build project will aid in the retention of residents in the target community.
- The Applicant should actively seek (or have already sought out) community approval in its target neighborhood. Community Support should be exhibited via letters of Community Support as requested in the Required Appendices Section of this Application.
- If the Applicant is applying with a collaborative City Build project, the Applicant should demonstrate how the collaboration will address needs in the target community.

2.3 Collaboration

Applicants applying as collaborations shall describe each collaborator's relationship to the proposed program/services and shall discuss each partner's capabilities, roles and responsibilities. An Applicant, if awarded the City Build Grant, shall be required to manage and to monitor any sub-grantee relationships. Each applicant shall submit a Collaboration Commitment Form found in **[Tab D – Collaboration Form in the 2010 City Build App Worksheets.xlsx]**.

¹ A list of targeted neighborhoods may be found in **[Tab C – Target Ward&Cluster in the 2010 City Build App Worksheets.xlsx]**.

3. SUBMISSION OF APPLICATIONS

3.1 Application Identification

The Applicant is submitting a) One (1) Three-Ring-Bound hard copy of the application, and b) One (1) electronic copy provided on a CD-ROM, a Flash drive or by e-mail. The Applicant is required to submit the application in PDF Format (one file or multiple files – being sure to name the files accordingly – [School Name CB10 APP 1.pdf](#) (and so on)). In addition, Applicant should return the entire completed:

- **2010 City Build.doc**
 - (Renamed: [School Name 2010 City Build.doc](#))
(*Applicants must email the contact person (Section 1.7) to request the electronic file.*)
- **2010 City Build App Worksheets.xlsx**
 - (Renamed: [School Name 2010 City Build App Worksheets.xlsx](#))
(*Applicants must email the contact person (Section 1.7) to request the electronic file.*)

If the Applicant fails to submit the application as required above, the application will not be reviewed.

3.2 Application Submission Date and Time

The Application Submission Deadline is Friday October 1, 2010. The above described Three-Ring-Bound-Hard-Copy hard copy of the Application **must be** delivered to the following location:

Office of the State Superintendent of Education
Office of Public Charter School Financing and Support
810 First Street, NE
9th Floor
Washington, DC 20001

Attention: Stefan Huh, Director

4. REVIEW AND SCORING OF APPLICATIONS

4.1 Review Panel

A Review Panel for the 2010 City Grant will be convened. The Review Panel for this RFA will be composed of neutral, qualified professional individuals who have been selected for their unique experiences in education, project finance, neighborhood planning, community development, and/or facilities management. The Review Panel will review, score, and rank each applicant's proposal.

4.2 Decision on Awards

The OPCSFS will compile the Review Panel's rankings and develop recommendations for funding to the State Superintendent of Education, who will make the final funding decisions.

5. APPLICATION INSTRUCTIONS

5.1 Description of Application Format

Three-Ring-Bound Hard Copy – The Applicant has responded to all sections of the RFA and the Three-Ring-Bound hard copy contains all the information, Templates and Attachments requested.

The cover of the Three-Ring-Bound Hard Copy must clearly display the following: 1) **Application in Response to City Build Incentive Grant RFA #GD0-CB6-10** and 2) the **Applicant's Name**. The Three-Ring-Bound Hard Copy must contain all of the following tabs with the requested information.

- **Tab One: Executive Summary**
- **Tab Two: Table of Contents**
- **Tab Three: Location Identification**
- **Tab Four: Board Governance & Key Staff**
- **Tab Five: Project Description & Feasibility Plan**
- **Tab Six: Proven Educational Excellence**
- **Tab Seven: Required Appendices (each section should be clearly marked and separated)**
- **Tab Eight: Additional Appendices (as determined by applicant)**

5.2 Description of Application Section

The purpose and content of each section is described below. Applicants should include all information necessary to adequately describe the proposed project.

5.2.1 Tab One – Executive Summary

The Applicant may use this section to: 1) provide a brief background and history of the school, 2) describe the school's academic program(s) and any associated unique characteristics and 3) any distinct characteristics of the school's leadership team. This section requires the applicant to complete **[TAB B – Applicant Profile in the 2010 City Build Application Worksheets.xlsx]**. This completed worksheet should be printed and serve as the cover page to the Executive Summary (in the required Three-Ring-Bound-Copy).

5.2.2 Tab Two – Table of Contents

The Table of Contents should list major sections of the application with a quick reference page index. Pages should be numbered in the following format: 1.1 for Tab number 1 - Page number 1. When a Tab requires multiple submissions, the Applicant should take care to clearly differentiate and/or mark each section being submitted.

5.2.3 Tab Three – Location Identification

This section is concerned with the applicant's impact on the proposed neighborhood, the surrounding neighborhoods and the Ward and Cluster being served. The applicant should be submitting an extensive needs assessment that: 1) identifies the number and quality of public education options available in the targeted and surrounding neighborhoods, 2) demonstrates a firm grasp of the demographics of the targeted and surrounding neighborhoods and 3) extrapolates (using #1 and #2 of the needs assessment) the projected enrollment and the school's projected growth.

5.2.4 Tab Four – Board Governance & Key Staff

In addition to the following sections that need to be completed in this document, the applicant must complete **[Tabs H – Board & Management in the 2010 City Build App Worksheets.xlsx file]** accompanying this application. This completed Tab should be printed and serve as the cover sheet of this section (in the required Three-Ring-Binder). The Applicant must also submit: a) Biographies of all Board Members and b) Resumes of Key Staff in the Required Appendices Section.

The governance structure must be clearly defined, to include expectations of board members, skill sets of Directors and Trustees and delineation of roles and responsibilities. The applicant should detail all decisions and/or policies requiring board approval.

5.2.5 Tab 5 –Project Description Plan and Financial Feasibility Plan

In addition to the following sections that need to be completed in this document, the applicant must complete **[Tabs E – Project Overview, F – Sources & Uses and Tab I - Projections in the 2010 City Build App Worksheets.xlsx file]** accompanying this RFA. These completed Tabs should be printed and serve as the cover sheets of this section (in the required Three-Ring-Binder).

Applicants must describe the current status and form of site control of the proposed project (lease, own, option to purchase, etc.). The OPCSFS may request evidence of ownership or site control for the facility where funds are being requested. Leases are sufficient for site control. Leases with Right to Purchase language are preferred. Applicants will be required to provide site control evidence prior to any disbursements from this grant.

This section requires the Applicant to provide a detailed and clear budget, which includes line item detail in **[Tabs F – Sources & Uses in the 2010 City Build App Worksheets.xlsx file]** and ***by the submission of a Formal Construction Budget.*** Furthermore, the applicant should use the Text Boxes provided below to include a narrative that justifies key line items (***the OPCSFS will utilize these sections for project accountability purposes.***).

The Applicant should utilize this section to ***demonstrate the financial need for the requested City Build Grant*** to fund a new facility project. The budget section should clearly identify the source of continued funding for programming beyond the City Build Grant. These criteria are primarily conveyed through **[Tab E Tab I - Projections in the 2010 City Build App Worksheets.xlsx file]**. However, the Applicant is encouraged to accompany this worksheet with a narrative in the Text Boxes provided below.

NOTE: It is import that the Applicant’s proposed project comply with zoning, land use and other applicable District of Columbia and Federal regulations.

5.2.6 Tab 6 – Proven Educational Excellence

In addition to the following sections that need to be completed in this RFA, the applicant must complete **[Tab G – Grades Served in the 2010 City Build App Worksheets.xlsx file]** accompanying this application. This completed Tab should be printed and serve as the cover sheet (in the required Three-Ring-Binder) of Tab 6.

5.2.7 Tab 7 – Required Appendices

Appendices	
1 Executed Purchase Agreements	8 Articles of Incorporation / Certificate of Good Standing
2 Executed Leases	9 Audited Financial Statements (most current fiscal year)
3 Architectural Plans / Surveys / Appraisals	10 Charter Agreement
4 Senior Lender and/or Subordinated Lender Commitment Letter or Term Sheet	11 Letters of endorsement
5 General Contractor's Detailed Construction Budget	12 Bank Statements evidencing Cash Equity
6 General Contractor's background / Bios / History	13 Any other significant information deemed necessary
7 Project Manager's background / Bios / History	14 Board Bois and Key Management Resumes ☉
15 ★★★★★ Copy of Strategic/Business Plan ★★★★★	
<p>The resumes of all professionals (Board & Key Management, including those professionals who will be directly responsible for the project design, construction, engineering, legal, finance, etc.</p> <p>Resumes should be of professional quality and provide enough detail for the OPCSFS to ascertain the project team's ability to complete a high quality project within the time specified.</p> <p>☉ If a related entity provides management support, the Applicant should supply background information and resumes (as above).</p> <p>If financial over site is outsourced to a firm/organization, the Applicant should supply background information and resumes (as above).</p>	
<p>Note: The requested appendices are: 1) intended to show evidence of site control; and 2) to demonstrate that the applicant has the expertise, experience, resources and management procedures sufficient to implement the proposed project and can provide project accountability. THE OPCSFS REALIZES THAT EVERY APPLICANT WILL NOT HAVE ALL OF THE APPENDICES LISTED ABOVE.</p>	

The OPCSFS is cognizant that many District of Columbia PCS's have previously provided many of these same materials to OPCSFS. As such, in the event an applicant believes that it has already provided a document to OPCSFS and that document is unchanged, please contact Marie Hutchins at (202) 535-2918 or marie.hutchins@dc.gov to confirm the documents on file.

★★★★★ Copy of Strategic/Business Plan ★★★★★

The school must have a business plan that contains growth or expansion expectations, short and long-term financial projections, academic performance targets, fundraising strategies and other strategies intended to insure organizational solvency and debt repayment (assuming the facilities project requires debt financing).

5.2.8 Tab 8 – Additional Appendices

To be provided as deemed necessary by the applicant.

7. GENERAL PROVISIONS

7.1 Monitoring & Reporting

At any time or times before final payment and three (3) years thereafter, the District may have the Grantee's expenditure statements and source documentation reviewed. The OPCSFS will monitor grant recipients through site visits and reviews of project reports. The specific schedules for site visits and submission of reports will be included in the Grant Performance Agreements. The Grant Performance Agreement will also provide descriptions of the required program and financial reports.

7.2 Nondiscrimination

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving City Build funds.

7.3 Additional Information

The OPCSFS reserves the right to request and be provided with additional information, such as financial statements, academic progress data, etc., during the review process and after the award determination has been made.

RFA #GD0-CB6-10

Office of Public Charter School Financing and Support



The following pages, 14 through 27, contain the Applicant Response Section of 2010 City Build Grant Application. Applicants are required to respond to all of the following questions in the Text-Box provided for each question. All of the following sections are mandatory. Therefore, applicants must fill out each section for the application to be reviewed. Furthermore, it is strongly suggested that the applicant adhere to word limitations, at the beginning of each Text-Box.

Note: Pages 14 through 27 do not represent the full application. Applicants should refer to Sections #3, #4 and #5 of this RFA and the 2010 City Build App Worksheets.xlsx file, while completing the 2010 City Build Grant Applications.

TYPE THE APPLICANT NAME IN THIS TEXT BOX

Executive Summary

The Applicant may use this section to: 1) provide a brief background and history of the school; 2) describe the school's academic program(s) and any associated unique characteristics of the academic programs; and 3) any distinct characteristics of the school's leadership team. NOTE: The applicant does not need to utilize the full word count allotted for this or any of the following sections.

Response is Limited to 600 Words for this Section

CB.1 City Build Criterion A: Location Identification – 10%

Identify a location in or near a targeted neighborhood cluster, describe the neighborhood and discuss any current or future revitalization efforts.

Response is Limited to 500 Words for this Section

Describe the current public education options available in the targeted and surrounding neighborhoods. Explain how the proposed facility either fills an education gap and/or bolsters the options available.

Response is Limited to 300 Words for this Section

Clearly explain the neighborhood's demographics, its specific educational needs and how the facility benefits local families. The demographics section should address the needs assessment of the community and how it relates to the school's growth plans.

Response is Limited to 500 Words for this Section

CB.2 City Build Criterion B: Board Governance & Key Staff – 10%

Describe the overall composition of the Board (number of members, specific professional experience in areas such as program evaluation, performance measurement, strategic planning, finance, banking, legal, accounting, law etc.). Briefly describe 2 to 4 essential Committees (finance, real estate etc.), the Committee Chair's credentials, number of committee members and how often the Committee meets. Also, describe the authority and influence the committee has over management's decisions (e.g. binding resolutions).

Response is Limited to 500 Words for this Section

How does the Board ensure proper controls and that all resolutions are followed and/or executed?

Response is Limited to 200 Words for this Section

Describe the Depth and Breadth of knowledge of Key Staff. Identify the Staff's ability to handle the school's growth objectives. Identify "bench strength or succession potential" in Key managerial areas (Head of School, Finance, Accounting, Fund Raising, etc.)

Response is Limited to 500 Words for this Section

CB.3 City Build Criterion C: Project Plan and Financial Feasibility Plan – 30%

In the following Text-Box, the Applicant should only describe the Project: 1) Project Overview & Description, 2) Site Control – Whether or not there is site control and if there is not site control or when the Applicant anticipates site control, 3) Number of New Seats created, 4) Cost Per / square ft. and 5) Cost Per / Student. Further, this section should be used to substantiate the proposed project (describe any unique details of the project and how it will contribute to an excellent education option for the target community).

Response is Limited to 800 Words for this Section

Assess the school's current facility by: 1) outlining the current financial obligation of the school (current location only), 2) provide a narrative on the suitability of the current location, including its ability to handle enrollment growth (square footage, specialty needs, children per classroom, unused space, etc.). This assessment should then be clearly tied to a brief needs-based statement for a new facility or expansion of an existing facility.

Response is Limited to 500 Words for this Section

Describe the suitability of the proposed site and project as an educational facility, in terms of quality, space utilization, amenities, and affordability. More importantly, indicate how this project fits with the school's growth plans and how long the facility can support the school's plans.

Response is Limited to 300 Words for this Section

CB.4 City Build Criterion D: Proven Educational Excellence – 50%

Describe in detail all of the Data Points and key METRICS that the school uses to track student growth and achievement (DC CAS, internal metrics etc.) Explain how the Applicant uses student data to drive and customize instructional plans; especially, for students not achieving proficiency.

Response is Limited to 600 Words for this Section

How is the Applicant managing teacher quality? Describe in detail the individual METRICS the school uses to track teacher performance. In addition, describe how these metrics are utilized to customize a professional development plan for teachers.

Response is Limited to 600 Words for this Section

Describe how the proposed project/facility will offer unique and exciting academic opportunities for students that are not available in the current facility.

Response is Limited to 500 Words for this Section

List and describe any special awards, acknowledgments, accreditations, special designations and relationships with major philanthropic investors.

Response is Limited to 500 Words for this Section